

SUPERIOR CALIFORNIA ECONOMIC DEVELOPMENT

GUIDE TO SMALL BUSINESS INFORMATION AND RESOURCES



499 Hemsted Drive, Suite A
Redding, CA 96002
530-225-2760
www.scedd.org



BUSINESS RESOURCE GUIDE

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BUSINESS RESOURCE GUIDE

DEMOGRAPHICS AND ECONOMIC PROFILE

California Department of Finance

915 L Street
Sacramento, Ca 95814
530-322-4651

[Statistical Abstract
Demographic Report](#)
<http://www.dof.ca.gov>

Employment Development Department

1325 Pine Street
Redding, CA 96001
530-225-2562

[Labor Market Information](#)
<http://www.edd.ca.gov>

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California Department of Industrial Relations

Division of Labor
Statistics and Research
455 Golden Gate Ave, 8th Floor
P.O. Box 420603
San Francisco, CA 94102
415-703-4780

<http://www.dir.ca.gov>

Superior California Economic Development District

Comprehensive Economic
Development Strategy
499 Hemsted Drive, Suite A
Redding, CA 96002
530-225-2760

<http://www.scedd.org>

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Center for Economic Development

CSU, Chico Research Foundation
California State University, Chico
35 Main Street, Suite 203
Chico, CA 95929-0765
(530) 898-4598

<http://www.cedcal.com>



LOCAL CHAMBERS OF COMMERCE

MODOC COUNTY

Alturas

Chamber of Commerce
522 S. Main Street

Alturas, CA
530-233-4434

<http://www.alturaschamber.org>

SHASTA COUNTY

Anderson

Chamber of Commerce
P.O. Box 1144
Anderson, CA 96007

530-365-8095

<http://www.andersoncofc.com>

Fall River Valley

Chamber of Commerce
P.O. Box 475
Fall River Mills, CA 96028

530-336-5840

<http://www.fallrivervalleycc.org>

Burney

Chamber of Commerce
P.O. Box 36
Burney, CA 96013

530-547-4554

<http://www.burneychamber.com>

Palo Cedro

Chamber of Commerce
P.O. Box 302
Palo Cedro, CA 96073

530-547-4554

<http://www.palocedrochamber.org>

Cottonwood

Chamber of Commerce
P.O. Box 584
Cottonwood, CA 96022

530-347-6800

<http://www.cottonwoodcofc.org>

Greater Redding

Chamber of Commerce
747 Auditorium Drive
Redding, CA 96001

530-225-4433

<http://www.reddingchamber.com>

Shasta Lake

Chamber of Commerce
P.O. Box 1616
Shasta Lake, CA 96019

530-275-7497

<http://www.shastalakechamber.org>

LOCAL CHAMBERS OF COMMERCE (Continued)

SISKIYOU COUNTY

Yreka

Chamber of Commerce
117 W. Miner Street
Yreka, CA 96097
530-842-1649
www.yrekachamber.com

Dunsmuir

Chamber of Commerce
4118 Pine Street
P.O. Box 17
Dunsmuir, CA
530-235-2177
<http://dunsmuir.com>

Weed

Chamber of Commerce
34 Main Street
Weed, CA 96094
530-938-4624
www.weedchamber.com

Happy Camp

Chamber of Commerce
19 Davis Rd.
P.O. Box 1188
Happy Camp, CA 96039
530-493-2900

Scott Valley

Chamber of Commerce
P.O. Box 374
Etna, CA 96027
530-467-4141
<http://users.sisqtel.net/svcoc>

TRINITY COUNTY

Weaverville

Chamber of Commerce
P.O. Box 517
Weaverville, CA 96093
530-623-6101
www.trinitycounty.com/chamber.htm

Mount Shasta

Chamber of Commerce
300 Pine Street
Mount Shasta, CA 96067
530-926-6212
<http://mtshastachamber.com>

McCloud

Chamber of Commerce
205 Quincy Street
P.O. Box 372
McCloud, CA 96057
530-964-3113
www.mccloudchamber.com

Butte Valley

Chamber of Commerce
111 West Third St.
P.O. Box 541
Dorris, CA 96023
530-397-2601
www.buttevalleychamber.com

Tulelake

Chamber of Commerce
800 South Main
P.O. Box 866
Tulelake, CA 96134
530-667-5312
www.tulelakecalifornia.com

STATE OF CALIFORNIA

State of California

Chamber of Commerce
1201 K Street, Suite 1400
P.O. Box 1736
Sacramento, CA 95812-1736
916-444-6670
916-444-6685
www.calchamber.com



NORTHERN CALIFORNIA LIBRARIES

California State University, Chico

Merriam Library
Chico, CA 95929
530-898-5833: Reference Help
530-898-5720: Library Hours
<http://www.csuchico.edu/library/>

College of the Siskiyous Library

800 College Avenue
Weed, Ca 96094
Phone: (530) 938-5331
Fax: (530) 938-5226
Email: library@siskiyous.edu
www.siskiyous.edu/library

Shasta Regional Community Foundation

2280 Benton Dr., Building C, Suite A
Redding, CA 96003
530-244-1219
530-244-0905 fax
www.shastarcf.org

The Small Business Development Center at Shasta College

Downtown Redding
1420 Butte Street
Redding, CA 96001
530-225-2770
www.sbdsc.org

Shasta College

11555 Old Oregon Trail
Redding, CA 96003
530-225-4777 or 530-225-4977
www.shastacollege.edu

NORTHERN CALIFORNIA LIBRARIES (Continued)

Cascade Pacific Library Network

PO Box 82
Durham, CA 95938
530-934-2173
530-924-7156 Fax

www.cascadepacific.org

North State Cooperative Library System

Includes 13 city and county libraries, including Shasta,
and 9 academic libraries.

Visit the online catalog to search for
materials throughout the North State.

<http://nscls.org>

California State Library

914 Capitol Mall, Room 220
Sacramento, CA 95814
(916) 654-0174

www.library.ca.gov

MODOC PUBLIC LIBRARIES

www.infopeople.org/modoc/index.html

Main Branch

212 West Third St.
Alturas, CA 96101
530-233-6340 Admin
530-233-6326 Circulation

Cedarville Branch

460 Main Street
Cedarville, CA 96104
530-279-2614

Adin Branch

Adin Community Hall
Hwy 299, Adin, CA 96006
530-299-3502

Lookout Branch

Lookout Park
Lookout, CA 96054
530-294-5776

Davis Creek Branch

1325 Co. Road 133 B
Davis Creek, CA 96108
530-233-2448

NORTHERN CALIFORNIA LIBRARIES (Continued)

SHASTA PUBLIC LIBRARIES

<http://www.shastalibraries.org>

Redding Branch

1100 Parkview Ave.
Redding, CA 96001
530-245-7250

Anderson Branch

3200 W. Center St.
Anderson, CA 96007
530-365-7685

Burney Branch

37038 Siskiyou Street
Burney, CA 96013
530-335-4317

SISKIYOU PUBLIC LIBRARIES

<http://www.snowcrest.net/siskiyoulibrary/>

Butte Valley Branch

800 West Third St.
Dorris, CA 96023
530-397-4932

Dunsmuir Branch

5714 Dunsmuir Ave.
Dunsmuir, CA 96025
530-235-2035

Etna Branch

P.O. Box 130
130 Main St.
Etna, CA 96027
530-467-3661

Fort Jones Branch

11960 East Street
P.O. Box 632
Fort Jones, CA 96032
530-468-2383

Happy Camp Branch

P.O. Box 317
143 Buckhorn Rd.
Happy Camp, CA 96039
530-493-2964

McCloud Branch

P.O. Box 425
300 E. Columbero Dr.
McCloud, CA 96057
530-964-2169

Montague Branch

230 S. 13th St
Montague, CA 96064
530-459-5473

Mt. Shasta Branch

515 East Alma Street
Mt. Shasta, CA 96067
530-926-2031

Scott Bar Branch

Post Office
Scott Bar, CA 96032
530-496-3248

Tulelake Branch

P.O. Box 757
451 Main Street
Tulelake, CA 96134
530-667-2291

Weed Branch

780 South Davis
Weed, CA 96094
530-938-4769

Yreka Branch

719 4th Street
Yreka, CA 96067
530-841-4175

TRINITY PUBLIC LIBRARIES

www.trinitycounty.org/Departments/Library/library.htm

Weaverville Branch

P.O. Box 1226
351 Main Street
Weaverville, CA 96093
530-623-1373

Hayfork branch

P.O. Box 700
Hyampom Road
Hayfork, CA 96041
530-628-5427

Trinity Center Branch

P.O. Box 27
Scott Museum Bldg,
Airport Rd.
Trinity Center, CA 96091
530-266-3242



ONLINE LIBRARIES

www.ipl.org: **The Internet Public Library** includes a reference center, a catalog of books and publications, subject-based collections, and entrepreneurial business resources.

www.lowe.org **The Edward Lowe Digital Library** offers numerous articles and book summaries for free. Chapters of books from commercial publishers are available for a small fee.

www.lectlaw.com/ RALF's '**LECTRIC LAW LIBRARY**: Offers fairly easy access to legal information for the general public. But heed the disclaimer! This is not a substitute for professional advice!

www.loc.gov/rr/business/ **The Library of Congress Business Reference Services** is a great starting point for conducting research in the subject areas of business and economics.



INDUSTRY & COMPETITIVE RESEARCH

Trade Associations & Publications

- Gail Directory - lists trade publications
- Thomas Registry – lists U.S. Manufacturers – www.thomasregister.com
- Encyclopedia of Associations – lists trade associations

These three directories are available at the Small Business Development Center at Shasta College. Many trade associations and publications also have sites on the internet.

Patents, Trademarks & Copyrights

U.S. Copyright Office
Library of Congress
101 Independence Ave., S. E.
Washington, DC 20559-600
www.copyright.gov

U.S. Patent and Trademark Office

Crystal Park 3, Suite 461
Washington, DC 20231
703-306-2654 fax
www.uspto.gov

Additional Suggested Sources

Banks, Savings & Loans	Newspaper, Yellow Pages
Competitors, Vendors	Police Departments
Credit Reporting Agencies	Real Estate Brokers
Customers	Title Companies
Fraternal Organizations	Schools

ON-LINE RESOURCES

www.kuesterlaw.com – Kuesterla – Technology Law Resource

www.delphion.com – Delphion Intellectual Property Network-Patent Search

www.ggmark.com – GGMARK – Trademark Law

www.micropat.com/trakemarkwebindex.html - Micropatent - Patent Research

www.sci3.com – Sunnyvale Center for Innovation – Patent & Trademark Library



LICENSES, PERMITS & OTHER REQUIREMENTS

Various licenses, permits or other documents may be required of small business owners. Some of the common requirements are:

Fictitious Business Name Listing

May be required if the last name of the owner is not included in the business or may be required by a bank if payments will be received in the name of the business. Contact your local [County Clerk's office](#).

Business License

Almost any type of business activity will require a city or county business license. (Note: Some rural counties do not require a business license). Contact your local [County Clerk's office](#).

Seller's Permit

Required if the business owner plans to sell or lease merchandise, vehicles, or other tangible personal property that is subject to sales or use tax. Retailers and wholesalers are required to obtain a permit, as are persons who make temporary sales—such as sales made at swap meets and fairs, where a temporary permit is normally required. Contact your local [Board of Equalization](#) office.

Use Permit

May be required for certain businesses with particular land use issues operating in specific zones. Contact your local [Planning Department](#).

Home Operating Use Permit

May be required by cities or counties to operate small cottage industries of manufacturing businesses at home. Contact your local [Planning Department](#).

Building Permits

May be required if construction or remodeling of a building is anticipated. Contact your local [Building Department](#).

Tax Identification / Employer Identification Numbers

Businesses will be required to file various tax forms (income, self-employment, property, sales, & use, payroll, excise) using a tax identification (social security) number for sole proprietors or an Employer Identification Number for businesses with employees. Contact the [IRS](#).



PLANNING, PERMITS & LICENSES

MODOC COUNTY

Modoc County Clerk
204 S. Court Street
Alturas, CA 96101
Phone: 530-233-6200
www.modocounty.us/navigation/departmentscontacts.shtml

Modoc County Planning Department
203 W. 4th Street
Alturas, CA 96101
Phone: 530-233-6406
Fax: 530-233-6420
www.modocounty.us/dept/planning/index.php

Modoc County Public Health
441 N. Main Street
Alturas, CA 96101
Phone: 530-233-6310
www.modoccohealthservices.com/

Modoc County Assessors Office
204 S. Court Street
Alturas, CA 96101
Phone: 530-233-6218
www.modocounty.us/dept/assessor/index.html

SHASTA COUNTY

Redding City Clerk
777 Cypress Ave.
P.O. Box 496071
Redding, CA 96001
Phone: 530-225-4055
Fax: 530-225-4463
www.ci.redding.ca.us/cclerk/cclerk1.html

**Redding Department of Planning
Community Development**
777 Cypress Ave.
Redding, CA 96001
Phone: 530-225-4020
Fax: 530-225-4495
www.ci.redding.ca.us/devserv/planning/index.html

Shasta County Clerk
1643 Market St
P.O. Box 990880
Redding, CA 96099-0880
Phone: 530-225-5730
Fax: 530-225-5454
www.co.shasta.ca.us/html/Clerk/meet_clerk.htm

Shasta County Public Health
2650 Breslauer Way
Redding, CA 96001
Phone: 530-225-5591
Toll Free: 800-971-1999
Fax: 530-225-3743
www.co.shasta.ca.us/html/Public_Health/p_h_index.htm

PLANNING, PERMITS & LICENSES (Continued)

Anderson Planning Department
1887 Howard Street
Anderson, CA 96007
Phone: 530-378-6636
Fax: 530-378-6666
www.ci.anderson.ca.us/planning.asp

Shasta Lake Planning Department
P.O. Box 777
Shasta Lake, CA 96019
530-275-8500
530-275-8820
www.ci.shastalake.ca.us/departments/devsvces/Development%20Services%20Department.htm

Shasta County Planning & Building Department
1855 Placer Street, Suite 102
Redding, CA 96001
Phone: 530-225-5761
Fax: 530-245-6468
www.co.shasta.ca.us/Departments/Resourcemgmt/drm/bldgmain.htm

SISKIYOU COUNTY

Siskiyou County Clerk
510 N. Main St.
Yreka, CA 96097
Phone: 530-842-8084
Fax: 530-842-8093
www.co.siskiyou.ca.us/clerk/index.htm

Siskiyou County Planning Department
806 S. Main Street
Yreka, CA 96097
Phone: 530-841-2100
Fax: 530-841-4076
www.co.siskiyou.ca.us/planning/enter.htm

Siskiyou County Public Health
806 S. Main Street
Yreka, CA 96097
Phone: 530-841-2100
www.co.siskiyou.ca.us/phs/enter.htm

Siskiyou County Assessors Office
311 4th Street, Room 108
Yreka, CA 96097
Phone: 530-842-8036
www.co.siskiyou.ca.us/assessor/index.htm

TRINITY COUNTY

Trinity County Clerk
P.O. Box 1215
11 Court Street
Weaverville, CA 96093
Phone: 530-623-1215
Fax: 530-623-8398
www.trinitycounty.org/Departments/assessor-clerk-elect/clerkrecorder.htm

Trinity County Planning Department
61 Airport Road
P.O. Box 2819
Weaverville, CA 96093
Phone: 530-623-1351
Fax: 530-623-1353
www.trinitycounty.org/Departments/Planning/planning.htm

Trinity County Public Health
P.O. Box 1470
#51 Industrial Park Way
Weaverville, CA 96093
Phone: 530-623-8209
Fax: 530-623-1297
www.trinitycounty.org/Departments/HHS/health.htm

Trinity County Building & Development Services
P.O. Box 476
61 Airport Road
Weaverville, CA 96093
Phone: 530-623-1354
Fax: 530-623-1353
www.trinitycounty.org/Departments/Build%20Insp-Env%20Health/builddevelop.htm



NEWSPAPERS
that handle fictitious business name filings

SERVING MODOC COUNTY

Modoc County Record
201 West Carlos St.
P.O. Box 531
Alturas, CA 96101
Phone: 530-233-2632
Fax: 530-233-5113
www.modocrecord.com

Herald and News
2701 Foothills Blvd.
Klamath Falls, OR 97603
Phone: 800-275-0982
www.heraldandnews.com

SERVING SHASTA COUNTY

Record Searchlight
1101 Twin View Blvd
P.O. Box 492397
Redding, CA 96049
530-243-2424
www.redding.com

Valley Post
2676 Gateway Dr.
P.O. Box 1148
Anderson, CA 96007
530-365-2798
www.andersonvalleypost.com

Shasta Lake Bulletin
P.O. Box 8025
Shasta Lake, CA 96019
530-275-1716
www.shastalake.ws/

Ridge Rider News
P.O. Box 1030
Shingletown, CA 96088
ridgeridernewsshingletown.com/

Intermountain News
P.O. Box 224
Burney, CA 96013
www.themountainecho.com

The Mountain Echo
P.O. Box 210
Fall River Mills, CA 96028
www.theimnews.com

NEWSPAPERS (Continued)

SERVING SISKIYOU COUNTY

Siskiyou Daily News
535 N. Main Street
Yreka, CA
800-518-7428
www.siskiyoudaily.com

Mount Shasta Herald
924 N. Mount Shasta Blvd.
P.O. Box 127
Mount Shasta, CA 96097
www.mtshastanews.com

SERVING TRINITY COUNTY

Trinity Journal
P.O. Box 340
500 Main Street
Weaverville, CA 96093
Phone: 530-623-2055
Fax: 530-623-5382
www.trinityjournal.com

Record Searchlight
1101 Twin View Blvd.
P.O. Box 492397
Redding, CA 96049
Phone: 530-243-2424
www.redding.com



SMALL BUSINESS CONSULTING & SERVICES

**California Department of General Services
Small Business and DVBE Services**

1325 J Street Suite 1910
Sacramento, CA 95814-2928
24 hour recording & mail request 916-322-5060
www.pd.dgs.ca.gov/smbus/default.htm

SBDC at Shasta College

1420 Butte Street
Redding, CA 96001
530-225-2770
www.sbdsc.org

SCORE – Service Corps of Retired Executives

c/o SCEDD
499 Hemsted Drive, Suite A
Redding, CA 96002
530-867-9020
www.score.org

Superior California Economic Development District

499 Hemsted Drive, Suite A
Redding, CA 96002
530-225-2760
www.scedd.org

U.S. Small Business Administration

Headquarters:
409 Third Street, SW
Washington, DC 20416
1-800-U-ASK-SBA
www.sba.gov

U.S. Small Business Administration

Sacramento District Office
6501 Sylvan Road, suite 100
Citrus Height, CA 95610
Phone: 916-231-7750
Fax: 916-231-7772
www.sba.gov/localresources/district/ca/sacr/index.html



TAX & EMPLOYMENT ISSUES

Internal Revenue Service
Federal Income Tax
800-TAX 1040
www.irs.gov/businesses/index.html

State Franchise Tax Board
State Income Tax
800-852-5711
<http://www.ftb.ca.gov/businesses>

State Board of Equalization
Sales & Use Tax
392 Hemsted Dr
Redding, CA 96002
www.boe.ca.gov

WILL YOU HAVE EMPLOYEES?

Internal Revenue Service
Employment Tax
www.irs.gov/business/index.html

Employment Development Department
Employment Taxes
1325 Pine St
Redding, CA 96001
530-225-2180
<http://www.wedd.cahwnet.gov/>

State Compensation Insurance Fund
Workers Compensation
364 Knollcrest Dr
Redding, CA 96002
530-223-7000
www.scif.com

**California Department of Industrial
Relations (Cal/Osha)**
Employment Safety Issues
381 Hemsted Dr
Redding, CA 96001
530-224-4743
www.dir.ca.gov

TAX & EMPLOYMENT ISSUES (Continued)

EMPLOYMENT RESOURCE CENTERS

SMART Business Resource Center

1201 Placer Street
Redding, CA 96001
Phone: 530-246-7911
Fax: 530-245-1504
www.thesmartcenter.biz

Trinity SMART Business Resource Center

11 Court Street
Weaverville, CA 96093
530-623-1325
www.thesmartcenter.biz/jobseeker/trinitycountyemployers.htm

NoRTEC Business Services

Modoc Employment Center
221 North Main Street
Alturas, CA 96101
530-233-4161
www.nortec.org/business_services/home.html

Siskiyou County Workforce Connection

Weed Office
310 Boles Street
Weed, CA 96094
800-344-7837
www.siskiyouwc.org

Siskiyou County Workforce Connection

Yreka Office
818 South Main Street
Yreka, CA 96097
800-696-7837
www.siskiyouwc.org

Siskiyou County Workforce Connection

Tulelake Office
611 Main Street
Tulelake, CA 96134
530-667-3121 (ext 5)
www.siskiyouwc.org



MORE ON-LINE RESOURCES

www.home.americanexpress.com/home/open.shtml – Small business exchange – information and resources for small business including start-up issues, marketing, buying or selling a business, management issues and more.

www.bizoffice.com – Small and home-based business links – references, franchise, marketing, services, etc.

www.bplans.com and www.bizplans.com – sample business plans for specific types businesses.

www.entrepreneurship.org – The Kauffman Foundation’s listing for the best resources for entrepreneurs.

<http://findlaw.com> – links to laws and court cases

www.homebusinessmag.com – online magazine for self-employed

www.house.gov/stark/grants - links to information about grants and grant-writing.

<http://nolo.com> – self-help law center – includes legal encyclopedia, feature articles, software

www.sba.gov– Small business Administration – information on SBA services and programs, plus links to many sites helpful to small business.

www.onlinewbc.org - Follow Business Basics Link to a wealth of business information.

<http://shastabiz.com> – Homepage for Shasta Business, a local weekly for Shasta County businesses. The “virtual reporter” will “interview” you. This is a great way to keep the public updated about your business. Many helpful articles about local services for business as well.

<http://shastanet.org> – links to community services, municipal government and other sources of local information.

www.toolkit.com – CCH Business Owner’s Toolkit – includes the Small Office/Home Office (SOHO) Guidebook, a comprehensive tutorial for starting and running a business, including interactive business tools, templates, etc.

<http://sbdcnnet.org> – Small Business information

www.myworktools.com – free and low cost pre-designed business forms.



CREDIT BUREAU INFORMATION

TransUnion
P.O. Box 1000
Chester, PA 19022
800-888-4213
www.transunion.com

Experian
P.O. Box 2002
Allen, TX 75013
888-397-3742
www.experian.com

Equifax
P.O. Box 740241
Atlanta, GA 30374
800-685-1111
www.equifax.com/home

Also contact your local
CONSUMER CREDIT COUNSELING
SERVICE (CCSS)
1,400 offices nationwide
1-800-736-2227